



## COVER SUPERVISOR WITH SPORT SPECIALISM

**Reports To:** Cover Manager and PE Curriculum Lead

Why	<b>Job Summary</b> <ul style="list-style-type: none"><li>To supervise classes when a teacher is absent in all subjects but particularly PE when needed. To promote and run extracurricular clubs and activities, inter-form activities and to assist with fixtures.</li></ul>	
What	<b>Main Responsibilities:</b> <ul style="list-style-type: none"><li>To arrive punctually to lessons and supervise the orderly conduct of pupils entering and leaving the classroom. During change of lessons to supervise the corridor outside of the classroom area.</li><li>To register the class and communicate the work set by the class teacher to pupils. Where possible, the cover supervisor should have familiarised themselves with the teacher's instructions before the lesson</li><li>Supervise the work that has been set helping and directing pupils where appropriate</li><li>To oversee the using of books and equipment necessary for the lesson and to ensure pupils' work is to a high standard and following the faculty policies</li><li>Motivate pupils to remain on task</li><li>To maintain good order in the classroom and to ensure that pupils abide by the school code of conduct in respect of behaviour, work, equipment, homework and school dress.</li><li>To deal with classroom management issues in line with the school behaviour guidelines policy.</li><li>To expect the highest possible standards from all pupils.</li><li>To ensure that all accidents are reported in the accident book.</li><li>Clarify instructions for pupils and ensure homework is recorded by pupils.</li><li>To check for any damage, vandalism, or graffiti on furniture. Ensure the culprit is appropriately dealt with and duly reported to pastoral staff and/or Maintenance Officer as appropriate</li><li>To ensure the room is left tidy and the furniture layout as found on arrival. Always ensure chairs are pushed under tables and no litter is on the floor. Do not dismiss a class until this has been checked and is satisfactory.</li><li>At the end of the day to ensure all chairs are up off the floor.</li><li>At the end of lessons when leaving the classroom to ensure that all lights and electric appliances are off and that windows are closed.</li><li>Organise and lead inter-form events and activities</li><li>Liaise with staff to maintain accurate club registers</li><li>Help to promote and organise PE events</li><li>Help to run extra-curricular clubs</li><li>Set up a club targeting specific students who do not currently attend and elite pupils in sport.</li><li>Promote other opportunities to enhance sporting and physical activity amongst pupils</li><li>Assist teachers with lessons when requested</li></ul> <p>Other duties:</p> <ul style="list-style-type: none"><li>To provide first aid when qualified to do so</li><li>To comply with all health and safety requirements and undertake risk assessments as appropriate</li><li>To support the ongoing development of the PE department</li><li>Supervise children as required</li><li>Assist in the administration of school events and trips including handling money</li><li>Other administrative, clerical and tasks as directed. This may include filing, shredding, collating, putting up displays, emptying the dishwasher or similar tasks.</li><li>To engage with the performance review process. Any other responsibilities deemed appropriate to the level of the post</li></ul>	
How	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)
	<b>Framework</b> <i>Seeking to establish the framework and guiding principles; making a positive contribution to the ethos of the Trust.</i>	Demonstrates the Trust's ethos and adopts high standards of behaviour in their role.
		Undertake the role of a tutor or shadow an experienced tutor. Participate in tutor trips and extra-curricular activities.
		Know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal

		circumstances, and when to refer them to colleagues for specialist support.	
		Motivates others to take responsibility for their own Health & Safety.	
		Encourage individual and collective responsibility.	
		Disciplined, tenacious and pragmatic.	
	<b>Development</b> <i>Monitoring, coaching, guiding and supporting teams and individuals setting examples of desired behaviours.</i>	Undertake appropriate professional development to secure progress in your career.	
		Embedding practice ensures highly effective professional contribution across the academy.	
	<b>Leading</b> <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Has a basic understanding of supervision / managerial and business principles.	
		Consults widely and may provide direction to achieve results.	
		Sets clear objectives and checking for understanding.	
	<b>Knowledge and Understanding</b> <i>Have sufficient knowledge/skills to support pupils in achieving their maximum potential.</i>	Shares good practice among colleagues.	
		Secure knowledge and understanding of the subject and relevant curriculum area to address misunderstandings and stretch more able learners.	
		Identifies adapts and delivers support to pupils of varying abilities, applying specialist knowledge as needed.	
	<b>Teaching and Learning</b> <i>Ensure the best possible outcomes for all pupils.</i>	Uses own initiative, adopting strategies to support engagement and attainment.	
		Encourages learning for both those with special needs and those working at a high level. Actively involved in extracurricular activities.	
		Develops strategies to ensure the highest standards of behaviour. Uses praise, sanctions and rewards fairly and consistently.	
		Monitors, records and reports pupil progress in liaison with the Class Teacher.	
		Promotes and creates the environment for pupils to learn and enhance their intellectual curiosity. Creates the environment for pupils to learn and build upon	
		Works with teachers to suggest, prepare and manage resources. Creates lessons and that are stimulating and are delivered in a safe environment.	
	<b>Working with Others</b> <i>Work effectively with other professionals, parents, carers and outside agencies as well as with pupils themselves.</i>	Works in partnership with and communicates effectively with parents/carers and external agencies.	
		Drafts reports and ensures all relevant staff, parents/carers and external agencies are kept informed of progress.	
		Works collaboratively with others to make informed decisions for the benefit of pupils.	
<b>Context</b>	<b>Interfaces</b>	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	<b>Scope</b>	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.
		Travel	You will be required to travel to academies as necessary.
	<b>Education, Qualifications and Experience (EQE)</b>	Must be educated up to GCSE grade C/4 level in English and mathematics, have a level 3 Teaching Assistant Qualification or equivalent experience and a Level 2 coaching badge	
	<b>Safeguarding</b>	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
	<b>Data Protection</b>	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.